

## Time Capsule Submission Guidelines

The Brookhaven Mayor and Council welcomes submissions from the public to be placed in the city's time capsule. Please review the information below about the capsule itself, as well as the submission guidelines to ensure that your submission will meet the size and preservation requirements for inclusion.

### About the time capsule

This capsule is a state-of-the-art preservation container designed for easy, flat placement of documents, photos and ephemera in a protected environment.



**Size:** 16" x 16" x 20" with the cap placed on the 16" x 16" end. Its height is 20"; Volume of 5120 cu. in. or 2.96 cu. ft.

**Material:** 304 stainless steel of .075" thickness

**Finish:** Natural Closure: Silicone sealant kit

**Oxygen Removal:** Oxygen is removed by Ageless oxygen absorbers

**Moisture Control:** Dampness inside the capsule is controlled by Silica Gel or Desiccant

### Submission Guidelines

1. The following items are excellent examples of items that will meet size and preservation requirements for inclusion in the time capsule:
  - Paper items: Photos, letters, cards, small books, pamphlets, news clippings
  - Digital materials: DVDs and CDs
  - Non-perishable items: Buttons, small flags, hats, small "fad items"
2. Please do not submit perishable items including food or wine.
3. Large items such as yard signs or banners cannot be accepted due to size constraints.

All submissions should include the name of the submitter and a brief description of the item and its pertinence to the city's history. This is to ensure accurate details in the master log.

Submissions will be accepted at Brookhaven City Hall during regular hours or at the Brookhaven Municipal Court during city council meetings only.

Please direct any questions regarding submissions to [news@brookhaviga.gov](mailto:news@brookhaviga.gov).